

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/02/2021		Prepared by:		NEHA	
PO/WO no.		74250		PO / WO Date.		27/01/2021	
Supplier Name		M/s Vivid world		PO/WO amount		271.41	
Firm/Company		SSLP		Project		Head office	
Sl. No.		Bill No.		Bill Date		Bill amount	
1		1977		27/01/2021		271.41	
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
271.41							
Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN			
1.				☐ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B –Other Credits : Transportation charges							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:							
Amount E – PO / WO value:							
271.41							
Amount F – Difference (A – E): GST-18%							
271.41							
Quantity received as per PO /WO				☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)			
Is difference between PO / Bill acceptable?				☐ Yes ☒ No (explained below)			
Excess / short material received				☐ Approved – within acceptable limits ☐ No (explained below)			
Close PO / W?O				☒ Yes ☐ No – wait for balance material ☐ No (explained below)			
Advance paid / PDC given (deduct when paying)				☐ Yes – Rs. /- ☒ No			
Payment – due date				08/02/2021			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	03/02/2021	2/2					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-. Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1, 00,000/-. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1, 00,000/-

A Complete Solution for all your cartridge needs

GSTIN : 36AVTPS1528D1ZB

74250

Invoice No. : 1977			Transport Mode :
Invoice Date :27/01/2021			Vehicle Number :
Reverse Charge (Y/N) :			Date of Supply :
State : TELANGANA	Code	36	

Ship to Party

GATE PASS NO:2775

GST: 36ACQFS2044C1Z7.

GSTIN :

State : TELANGANA

State :

Code

Product Description	HSN Code	UOM	Qty.	Rate	Amount	TAXABLE VALUE	CGST		SGST		TOTAL
							RATE	AMT	RATE	AMT	
HP 12A LASER TONER REFILLING	3707		01	230.00	230.00	41.40	9%	20.70	9%	20.70	271.40
					230.00	41.40					271.40

RS. TWO HUNDRED SEVENTY ONE AND FORTY PAISE ONLY...
(271.40)

ADD :CGST 9%

230.00

ADD: SGST 9%

20.70

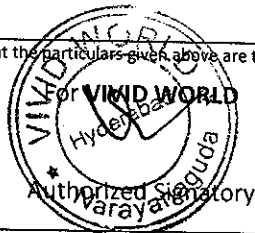
Total Amount After Tax

271.40

GST on Reverse Charge

Bank Details		
Bank Name	: INDIAN BANK	
Branch	: Narayanguda Branch	
Bank A/C	: 406746378	
Bank IFSC	: IDIB000N015	Common Seal

Certified that the particulars given above are true and correct



Purchase Order

Page(s) 1 Of 1

30-01-2021 12:51:15

Ori:



74250

29.01.21 12:31:48

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	74250	182586
Doc Date	27-01-2021	
Quote No	Nil	
Quote Date	27-01-2021	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same Day
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not conforming to quality and specifications. Above order for Pavan
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Summit Sales LLP**

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For **Vivid World**

Name :

Date : _/_/

Requisition Form

Company Name:		Summit Sales LLP		Date:		27-01-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		182586	
Material required before date:					ID No.		63467
No	Description	Size	Quantity	Units	Inward No	Date	
1	12A Toner Refilling		1	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: This is for pavan printer							
Prepared By		Suneel		Approved by			
Sign. & Date		27-01-2021		Sign. & Date			

Note: On receipt of material at site write inward number and date in last 2 columns.

